STATEMENT OF WORK

PURPOSE & INSTRUCTIONS

THE PURPOSE of the Statement of Work (SOW) form is to confirm the requesting unit has clearly and completely outlined the details of the service engagement including services to be rendered, service dates, deliverables, milestones (if any), and the fees and expenses to be paid.

THE STATEMENT OF WORK FORM SHOULD BE COMPLETED WHEN A UNIT SEEKS TO PROCURE PROFESSIONAL OR BUSINESS SERVICES

PLEASE BE ADVISED:

- Wherever possible, the University should procure goods and services from suppliers that have active contracts in place with Rutgers. If the unit is utilizing an existing University contract, attach the contract to the requisition via "select contract" hyperlink in the RU Marketplace Service Request form.
- In accordance with the updated University Policy 20.1.11, the University has simplified and streamlined the way services are purchased and will no longer use the Rutgers Professional Service Provider Agreement (PSPA), the IT PSPA or the Performance Agreement. The preferred method of contracting service engagements is the issuance of a Rutgers Purchase Order, which incorporates the University's Procurement Terms and Conditions and includes the appropriate SOW.
- If the unit is seeking to procure professional or business services, the unit must also attach a completed Independent Contractor or Employee Determination (ICED) form with the RU Marketplace Service Request form.

THE COMPLETED FORM MUST BE SUBMITTED WITH AN RU MARKETPLACE SERVICE REQUEST FORM AS AN EXTERNAL ATTACHMENT

PLEASE BE FURTHER ADVISED that University Procurement Services must review the form PRIOR to issuance of any purchase order and may require additional information or documents for the procurement of the requested services.

PLEASE BE FURTHER ADVISED by submitting and approving the requisition the form is attached to, you certify that the information has been thoroughly reviewed and accurate.

HOW TO COMPLETE THE FORM

The unit may choose to use the Rutgers SOW form or choose to use a supplier's proposal (provided all the elements set forth in the Rutgers form are included). The unit may also use a combination of the two by filling out fields in the Rutgers SOW form that are not on the supplier proposal and then indicating "see attached" in any of the fields in which you have an attachment on supplier letterhead that specifies the same details. For further clarification on each of the fields, see the table below:

Form Field	How to Complete
Rutgers Unit Information	Fill in the unit name. Then make sure you have the appropriate contact information for the Rutgers' personnel responsible for accepting the deliverables and complete the contact name, phone number and email.
Supplier Information	Fill in the supplier name which should also match the requisition. Also complete the contact name, phone number and email of the supplier's personnel responsible for performing the services.
Start Date of Engagement	The Start and End Dates of your engagement represent the term of your contract. Your Start Date should be the date the services will begin. This date should NOT begin prior to the issuance of a Rutgers PO.
End Date of Engagement	The End Date can be the date you anticipate the services will end or you may choose a predefined term. Services that are a one-day, one-time engagement, should have the same Start and End Dates. A predefined term may be 6 months or 1 year from the Start Date; some may choose the end of the fiscal year (June 30th) or calendar year (December 31st).
Detailed Description of the Services to be Performed	The unit should complete this field with as much detail as possible, including location, to clearly and completely outline the services being performed. If necessary, include additional pages. It's best to be more thorough in your description rather than too broad where the supplier may not deliver to the unit's expectations.
Detailed List of Deliverables	Provide a list of deliverables the unit expects the supplier to deliver such as a report, presentation, drawings, etc. This could also include a list of milestones or a project schedule that should be met.
Fees & Expenses	Complete the TOTAL FEE TO BE PAID field with the total amount quoted by the supplier and agreed to by the unit. If a payment schedule has been agreed upon, also complete the Payment Schedule section which includes Due Dates along with the associated amounts. If there is a rate schedule or milestone fees that should be included, attach additional pages as necessary. Lastly, select one of the Expense checkboxes. The first checkbox indicates that the unit will NOT reimburse the supplier for any expenses. The second checkbox indicates the unit WILL reimburse for reasonable expenses. If the second checkbox is chosen, detail the expenses that are included and/or an estimate.